

Web Searching

#1 Know Where To Go

Directories-catalogues of sites organized by subject (ie: Yahoo), are best if you want to quickly find information on a general topic. If you're looking for a biography on some famous person (like Pablo Picasso), look here. Indexes like Alta Vista are best used for pinpointing specific pieces of information like a specific piece of artwork by Picasso.

#2 Think Small

Be on the lookout for smaller or specific databases.

#3 Be Specific

The best queries (searches) consist of terms, words, or phrases that exist

only in the document you want. Avoid using common words like "baseball" or you'll wind up with thousands of useless responses. Use more (as many as possible) specific terms (Babe Ruth signed baseball).

#4 Learn the Lingo

Make sure you use quotations for names and phrases.

Try using what's called Boolean operators(words)-- words like "and", "or", and "not." Using these will let you find information by playing two key words off of each other.

#5 Watch the Spelling!

Misspelling will cost you a lot of wasted time in your search. No big deal if you're doing one quick search for one item. When you start doing

more and more "research" for school AND work projects, time might seem more important. Sometimes you will still get some of what you were looking for anyway, but not quite as much. If you search for potatoe you will get less responses than if you searched for potato.

#6 Launch Multiple Browser Windows

Fire up the browser, then open a second browsing window. (In Netscape, select New Browser from the File menu; In Internet Explorer, select New Window from the File menu.) Anchor one window on the search results page, and use the other to track down data.

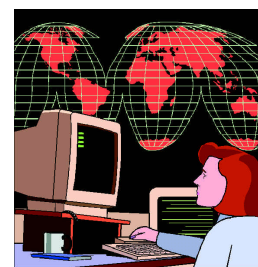
#7 Don't Bog Down/Keep Moving

You usually don't want to go past the first few pages of search results. You'll likely do better to do another search using some different key words or combination of key words.

#8 Leave a Mark

When you finally find a site that you like or it looks interesting, bookmark

it. (You could also just print out the first screen page.) Don't linger now; stay on the hunt for new and useful information.



#9 Check the URL

No, it's not southern oil! You know, it's that thing that usually starts "www.something_or_other.com". Take a good look, if it is real long, or has a tilde(~), it's a tip that it is a personal web page. Unless you are looking for obscure type information, you should move on.

#10 Get Help

Rules of one site can differ from another or they may very well have changed since your last visit. Even if you'd rather keep circling than stop and ask directions, you should ask. Search techniques can be found in every search engine's HELP section. Take a look!

Looking for info on jobs, schools, & career development? Check these out!

Have you "logged on" yet? Chances are, you have and you've discovered a whole new world of information. You may have done homework research, already made purchases, played interactive games with friends and others, or even tried to win a million. Have you discovered career planning yet? If not, maybe now's the time.

Sooner or later you'll want to think about that lifelong combination of family, education, work, and leisure otherwise known as a career. Maybe you're toying with the idea now? Maybe you have already made significant career decisions. Either way, the Internet can be a valuable resource for you.

No matter the type of career planning help your looking for, it's on the Web somewhere. The sites listed here are just a minute sampling of what's out there.

NH Employment Security--search job openings and find economic and labor market information
www.nhes.state.nh.us

NH Division of Personnel--job opportunities with the State of NH
www.state.nh.us/das/personnel/

America's Job Bank--search a nationwide listing
www.ajb.org

America's CareerInfo Net--labor market and career information both nationwide and by state
www.acinet.org

America's Learning Exchange--education and training resources and financial aid options
www.alx.org

Federal Jobs Central--information on jobs with the federal government
www.fedjobs.com

Career Mosaic--commercial job and career site
www.careermosaic.com

Career Path--commercial job and career site
www.careerpath.com

The Employment Guide's Career Web--commercial job and career site
www.cweb.com

The Riley Guide--employment opportunities and job resources
www.rileyguide.com

Monster Board--commercial job and career site
www.monster.com

Occupational Outlook Handbook--career information from the Bureau of Labor Statistics
www.bls.gov/ocohome.htm

Employment and Training Administration--job and career information
www.doleta.gov/individ.asp

National Center for Education Statistics--College Opportunities On-Line
www.nces.ed.gov/ipeds/cool

Jobweb--commercial job and career site maintained by the National Association of Colleges and Employers
www.jobweb.org

The College Board--information on colleges, testing, and more
www.collegeboard.org

Peterson's--the popular print guide to colleges on-line
www.petersons.com

Embark--college information such as schools, scholarships, distance learning, testing, and more
www.embark.com

College Net--college information such as schools, scholarships, distance learning, testing, and more
www.collegenet.com

Job Corps NE--information about New England's Job Corps Program
www.NEJobCorps.org

School-to-Work--information about national school-to-work programs
www.stw.ed.gov

Educational Resources Information Center (ERIC)--research materials on topics such as career development, conflict resolution, and achievement
www.uncg.edu/edu/ericass/libhome.htm

